

# Tips on Booking/Registering for Education Sessions

## Needs Assessment

1. **Who needs what education:** Start early to identify member education needs.
2. **What workshops:** Review the *Education Brochure* and the ONA website ([www.ona.org](http://www.ona.org)) for the most recent updates.
3. **How:** “Best bang for your buck” (consider how, number to be educated, in person/video conference, full course/modified/lecturette).
4. **When:** Best timing to fit member/budgetary needs.
5. **Collaboration:** Consider programs already scheduled (i.e. can your members access ONA education through the workshops already scheduled?)

## The 3-2-1 Formula for Workshops

We use the 3-2-1 formula:

- **3 stands for:** Three weeks before a workshop is the deadline for registration. If a workshop is in jeopardy before then, we will directly e-mail your regional Vice-President to rally members. Meanwhile, we will begin to modify the workshop if numbers are low.
- **2 stands for:** Two weeks before a workshop, we will send our request for materials to the Administrative Services Team, which requires advance notice to prepare mailings. We also need two weeks notice to change room bookings and beverages, or to cancel hotel rooms so we don't forfeit our deposit.
- **1 stands for:** One registration form. It's clean and crisp with clearly identified essential fields.

## Provincial Education Coordination Team (PECT) Three C's\*:

**C**ancel only if there are no registrants.

**C**oach if there is one or two.

**C**arry on with three or more.

**\*Note:** There are two exceptions. The *Effective Communications: Skills and Strategies* workshop and *Executive Skills II* workshop require a minimum of 10 participants to be effective.

## Registration

- Registration forms are preferred.
- Minimum information needed is the full member name, plus ONA ID number.
- Late registrations: not guaranteed materials on the day of the workshop.
- Late registrations: certificates may be mailed out after the workshop.
- Venues may be changed due to low registrations; late comers may not be accommodated.

## **Education at Employer Sites**

The Local Coordinator/Bargaining Unit President must confirm the availability of employer site rooms before contacting PECT for a workshop.

## **Confirmation Letters**

Changes in venue are highlighted in confirmation letters. Please remind members to read them!

## **Canadian Nursing Students' Association (CNSA) Student Affiliates**

ONA's CNSA student affiliates may register for any ONA programs through the nearest office contact person listed in the *Education Brochure*.

## **Tips on Booking Education by Video Conference**

Video conference sessions may be scheduled for a full day and may include a combination of any two of the following.

- **Workshops that are available for delivery via video conference in 2009/2010 (4-hour sessions):**
  - Grievance Process.
  - PRC Process.
  - New Grievance Chair/New Bargaining Unit President Checklist.
  - Introduction to the Human Rights Code.
  - Modified Harassment/Bullying.
- **Lecturettes (one to two hours):**
  - Harassment/Bullying.
  - Professional Responsibility Concerns.
  - Local Election Process.
  - Duty to Accommodate.

## **Process**

1. Where possible, video conference sites will be predetermined at the time the session is requested (a minimum of 10 weeks advance notice of the date is required to secure the host site).
2. At the time of requesting a workshop by video conference, the Labour Relations Assistant in the Regional Office needs the preferred location of sites and expected number of members for each site.
3. Video conference logistics are managed through the Toronto office.
4. Staff will make the final determination on the number/location of sites included in the event.
5. Where there are no registrants for a predetermined site three weeks in advance of the workshop, the site will be canceled to avoid costs.

6. Where there are no registrants for any site three weeks in advance of the date of the workshop, all sites will be canceled.
7. The Local Coordinator and the PECT Prime will identify “member leads” for each site.
8. Materials may be shipped directly to members or the site.
9. Shipped materials will include a stamped addressed envelope for the return of evaluations forms/sign in sheets, etc.